📄 **Official Job Offer**
📅 **Date:** [To be filled later]
Employee Name: [Driver's Name]
Job Title: Light Vehicle Driver
Company Name: [PH]

Part One: Delivery System

1. Salary and Commission

◆ **Food Allowance:**
A monthly food allowance of KWD 20 will be provided during the waiting period before actual delivery starts under operational contracts (such as Talabat, Jahez, , Dodelivery). This allowance ends immediately once the driver begins delivery.

◆ **Fixed Salary:**
A fixed monthly salary of KWD 120 will be granted only upon achieving the target number of orders in the table below, for both bike and car drivers.

◆ **Table:**

Vehicle Type	Target Orders	Monthly Working Hours	Orders per Hour
Car	400	336	1.19

◆ **Bonus:**
The employee is granted a bonus for every order completed above the target

(more than 400 for **car** drivers .900 Fils).

◆ **Deduction:**
⚠ If the number of completed orders is less than the targets listed in the table (400 for car), a deduction of 350 Fils will apply per missing order.

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2. Working Days and Hours

- 28 working days per month
- 12 working hours per day (morning or evening shift)
- No weekly days off or public holidays
- Annual leave is granted after 24 consecutive months of work
- The company has the right to assign the driver to any area at any time
- Company may change accommodation when needed operationally

3. Official Start Date

The official start date is the first day the driver begins work under any operational contract (e.g. Talabat, Jahez, , Dodelivery)

Signature: _____

5. Cash Collection

The employee must submit all collected cash daily to the company, either by deposit or handover as instructed. Any delay or manipulation is considered a breach of trust.

6. Penalties and Deductions

- Late login (15–30 mins): KWD 3
- Full absence: KWD 5
- Leave without prior approval: KWD 10
- Sick leave without medical report: KWD 10
- Less than 336 hours/month: deduction based on shortage
- Less than 336 completed orders: operational violation
- Login from unauthorized area: KWD 5
- Late cash handover: KWD 5
- Order acceptance rate < 98%: order value deduction
- Leaving work or personal breaks without notice: full day deduction
- Not wearing uniform: KWD 2

7. Financial Records

All salary and financial reports issued by the company or platforms are final and binding.

8. Employment Registration

The employee acknowledges that the company has full authority to register or update their official records with contracts, platforms, or government systems without objection or compensation.

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9. Termination and Exit Costs

In case of resignation or termination due to poor performance (after two months of warnings without improvement), the employee will bear all exit costs including the travel ticket. The company bears no financial or administrative obligations, and pay the company expenses total amount 300KWD.

10. The company will provide the following for official duty use:

- **Bike or Car** (depending on job role)
- **Petrol/Fuel (50 KWD)**
- **Mobile Phone or SIM** (for work communication)
- **Accommodation**

In addition, the company will cover **regular bike or car servicing**.

Important: If the vehicle is misused, poorly maintained, or damaged due to the employee's negligence, the **employee will be held responsible for the cost of repair or replacement**.

All provided assets must be used **only for work-related purposes** and handled with care. Failure to comply may result in **deduction from salary** or **disciplinary action**, as per company policy.

11. Fuel Allownace

50 KWD for fuel (no additional payment for fuel).

📌 Acceptance Declaration

I, the undersigned, confirm that I have read, understood, and accepted all the terms and conditions stated in this job offer, including the delivery system and payment structure.

Driver Name: Muhsin Ghalib Swaleh

Driver Signature: _____

Company Representative Signature: _____